

Records

Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Records Management & Distribution Branch DATE: 25 July 1951
 FROM :
 SUBJECT: Microfilming Equipment

1. A partial review was made of microfilming projects either under way or proposed for CIA offices in the Washington Area to determine microfilm camera requirements for the next several months. The review excluded jobs performed by the Reproduction Branch of Administrative Services or by various covert offices. The review excluded also, work performed in CIA Field Offices overseas for which microfilming equipment is supplied from CIA Headquarters.

2. The equipment requirements for CIA for the next year cannot be determined with certainty with the information available. However, on the basis of what is known, and supported by the attachments, it is concluded that:

a. Three additional rotary or flo-film cameras will be required for at least the next ten months. (Annex A).

b. One additional flat bed camera must be available for occasional use. (Annex A).

c. A considerable saving of money can be made by the substitution of Recordak rotary cameras for the two Burroughs cammeras which are now rented.

d. CIA owns enough flat bed camera units of various types to handle occasional short run jobs. (Annex C).

e. Microfilming is expensive and should be undertaken only after all the factors of cost, arrangement and use of the paper records and the microfilm copies have been considered. (Annexes B and D).

f. Information necessary to the scheduling of camera use and equipment procurement is not assembled in a control point. Microfilming work may be performed either by CIA Offices or by the Reproduction Branch and microfilming equipment may be procured without the knowledge of either the Area Records Officer or of the CIA Records Officer.

g. It is essential that the CIA Records Office have knowledge of microfilming work performed so that he may certify that pertinent provisions of law have been complied with.

CONFIDENTIAL

3. Recommendations:

a. With relation to microfilming equipment it is recommended that:

(1) A complete record of all microfilming equipment in CIA be provided the CIA Records Officer.

(2) All orders for additional equipment be reviewed by the CIA Records Officer for approval or disapproval.

(3) The Burroughs camera assigned to Project M11, at a rental of \$100 a month be replaced with a Recordak Rotary camera, Model RE-1 to be rented for \$42.50 a month.

(4) The Burroughs camera assigned to Projects M 24, M 7 and M 10 at a rental of \$100 a month be replaced with a Recordak Rotary camera Model RE-1 to be rented for \$42.50 a month.

(5) One Diebold Duplex Flo-film camera be purchased for a spare camera to be located in Records Management for use on a wide variety of jobs which may require the flexibility of a camera which will use either 16mm or 35 mm film.

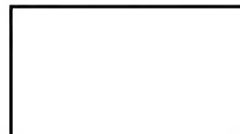
(6) Two additional Recordak Rotary camera Model RE-1 be rented for use on Projects M 6, M 12, M 13 and M 32.

b. With relation to the control of microfilming work, it is recommended that:

(1) All microfilming work be undertaken only with the approval of the CIA Records Officer.

(2) The CIA Records Officer assign Project numbers to all requests for microfilming work and maintain control records over such projects.

(3) CIA Offices be required to submit progress reports to the CIA Records Officer on approved projects.



25X1

CONFIDENTIAL

ANNEX 4

CONFIDENTIAL
TENTATIVE

SCH Approved For Release 2005/11/21 : CIA-RDP70-00211R000300210039-2

ANNEX A

C A V E R S				AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE
Serial	Proj. Assignment	Proj. No.	Office											
Personnel History	2778	M 4	OCB-BR											
Personnel History	3024	M 16	OCB-LIB											
Personnel History	3038	M 11	OCB-BR											
Personnel History	3037	M 24	OPC											
"	3037	M 7	Fiscal											
"	3037	M 10	Medical											
Personnel	2990	M 26	OCB-BR											
	2990	M 27	OCB-BR											
	2990	M 28	OCB-BR											
	2990	M 17	Personnel											
	2990	M 18	Personnel											
	2990	M 8	Fiscal											
	2990	M 1	OO/C											
	2990	M 9	IFS											
	2990	M 20	OO/C											
	2990	M 29-M 30	OCB/GA											
Personnel History	1181	M 23	Comm											
Personnel History		M 6	OSO-IED											
Personnel History		M 12, M 13	Personnel											
Personnel History		M 34	Personnel											
Personnel History		Spare	Records Management											
Personnel History		M 35	OO/FDD											
Personnel History		M 35	OSI/C											
Personnel History		M 14	OCB-GA											
Personnel History		M 15	OCB-GA											
Personnel History		M 5	OSO											
Personnel History		M 5	OSO											
Personnel History		M 5	OSO											
Personnel History		M 34	OO-C											

ANNEX B

CAMERA

Name	Type	Normal Relative	Purchase Price	Rental Price	Equipment Included				Other Relatd		Purchase Price	Rental Price	Film				Accessory Prices			
					Water	Auto Focus	Voltage Regulator	Exposure Control	Reduction Ratio	Ratio			Size	Length	Width	Depth	Package Cost	Monthly Cost	Monthly Cost	Monthly Cost
Burroughs	Ator	18-1	\$38.50	\$100 mo.	X	X	X	X	30-1	37-1	\$550	None	X	X	X	X				
Record K: (used equipment)																				
Model A	"	24-1	1250	30 mo	X	X	X	X	17-1	19-1	350	10 mo	X	X	X	X	\$445	\$100	\$10	\$5.00
" B	"	24-1	1475	33 "	X	X	X	X	"	"	350	10	X	X	X	X	or \$160	or \$7.50	or \$5.00	or \$5.00
" BX	"	24-1	1975	36 "	X	X	X	X	"	"	350	10	X	X	X	X	or \$200	or \$3.00	or \$5.00	or \$5.00
" C	"	24-1	1575	36 "	X	X	X	X	"	"	350	10	X	X	X	X				
" CX	"	24-1	1975	36 "	X	X	X	X	"	"	350	10	X	X	X	X				
" RE	"	24-1	1575	36 "	X	X	X	X	"	"	350	10	X	X	X	X				
" REX	"	24-1	1975	36 "	X	X	X	X	"	"	350	10	X	X	X	X				
" RE-1	"	24-1	2275	42.50 "	X	X	X	X	"	"	350	10	X	X	X	X				
Record (New)																				
Duplex	"	35-1	4,000	60	X	X	X	X	30-1	18-1	500	10	X	X	X	X	95			
Triplex	"	24-1	3,000	60	X	X	X	X	35-1	24-1	500	10	X	X	X	X				
Diebold: 90-46	Flit	24-1	2600	not	X	X	X	X	19-1	11-1	195		X	X	X	X	275			
90-03 Duplex Flit	Flit	26-1	3950		X	X	X	X	36-1	21-1	195		X	X	X	X	275			

List of Microfilm Camera Units Owned or Rented by CIA

The following list of microfilm camera units is as complete as it could be made from the records available to the Records Management & Distribution Branch. It is believed that the cover offices may have some additional camera units.

Camera, Bolsey Model 311 A Flat-bed	- 1 Unit	Owned
Camera, Bolsey Model B Flat-bed	- 3 Units	Owned
Camera, Burroughs BH190 E Rotary	- 3 units	Owned
Camera, Burroughs BH190 E Rotary	- 2 units	Rented
Camera, Diabold Model 90-46 Flofilm	- 1 Unit	Owned
Camera, Graflex Photorecord Flat-bed	19 units	Owned
Camera, Holoid Minirecord Rotary	1 unit	Owned
Camera Recordak, Model C Rotary	1 unit	Owned
Camera, Recordak, Model RE-1 Rotary	1 unit	Rented
Camera Recordak, Model C1 Flat-bed	1 unit	Owned
Camera Recordak, Model D Flat-bed	4 units	Owned
Camera Recordak Model E Flat-bed	1 unit	Owned

April 1951

Microfilming Costs

A.

16mm Rotary Camera - 18 to 1 Reduction

CAMERA Original Cost \$3850 (Depreciation 10 yrs.) = \$385.00 yr.
 Estimating use at 250 days per yr. = 1.54 per day

CAMERA OPERATOR

GS 3 labor \$10.16 per man day

FILM COST:

1 operator films an average 9,000 images per day

16mm film averages 2,400 images per 100 ft.

1 operator films 3.75 100 ft. reels per day

1 roll of film costs (excluding processing) \$2.55

Film processing by CIA (considering space, equipment and shop labor) costs \$0.13 per 100 ft roll

Film cost per day $[3.75 \text{ rolls} \times (\$2.55 + \$0.13)] = \10.05 per day

INSPECTION AND LABELLING

Average of ~~the~~ per roll or 7.0 rolls per day

with GS 3 labor @ 10.16 per man day

3.75 rolls will require $\frac{3.75}{7.0}$ days $\times \$10.16 = \5.44

*to inspect & label
for 4.1 rolls
1 day's filming work*

TOTALS

Camera	1.54
Operator	10.16
Film (Including processing)	10.05
Film (Inspected and Labelled)	5.44
	<u>\$27.19</u>

Costs per image $\$27.19 \div 9,000 = \0.00302

B. 35mm Plo Camera 11 to 1 reduction

Costs for 9,000 Images

Camera	.84
Operator	10.16
Film (Including Processing)	32.08
Film (Inspected and Labelled)	2.29
	<u>\$52.37</u>

Costs per image $52.37 \div 9,000 = \$0.00582$